

MADERA COUNTY
CORRECTIONAL LIEUTENANT

DEFINITION

Under administrative direction, to manage, supervise, and coordinate the activities and operations of assigned staff responsible for providing correctional facility operations including operations, transportation, classification/investigation, jail services, and administrative and office support; to oversee the food service and medical contractors; to coordinate County parole; to perform Correctional Officer duties as necessary; to answer questions and provide information to inmates and the public; and to do related work as required.

SUPERVISION EXERCISED

Exercises direct supervision over supervisory, operations, technical, and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Manages, supervises, and coordinates correctional facility functions and activities including operations, transportation, classification/investigation, jail services, and administrative and office support; participates in the development and implementation of goals, objectives, policies, and priorities for the correctional facility; identifies opportunities for improving service delivery methods and procedures and reviews with appropriate management staff; participates in the development and administration of the assigned budget(s) and in preparing budget requests and controlling expenditures; prepares appropriate statistical reports for Federal, State, and County branches; selects, directs, supervises, trains, and evaluates assigned personnel; reviews assigned staff performance evaluations; establishes work schedules and shift assignments; oversees medical contractor to ensure compliance; serves as jail liaison with the State Parole Division and California Youth Authority; assumes responsibility for record keeping of inmate programs, grievances, clothing changes, and disciplinary actions; conducts inmate disciplinary and classification hearings; oversees inmate work programs; reviews incident reports and recommends resolutions to problems; assists with internal affairs investigations; coordinates the development of release programs with Probation staff; participates on the County Parole Board; assumes responsibility for Food Service functions, ensuring proper service and adequate inventories of supplies; assumes responsibility for the Jail Services Bureau; serves as a member of the Inmate Transition Team involving developing proposals, compiling data, and preparing procedural manuals; supervises visitors; conducts inmate advisory meetings; provides information to the public and inmates; performs the full range of Correctional Officer duties as necessary.

OTHER JOB RELATED DUTIES

Assists with the proper maintenance of inmate criminal history files; performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics, services, and activities of a correctional program.

Pertinent Federal, State, and local laws, codes, and regulations related to jail operations, care and custody of prisoners, and booking procedures.

Problems and issues related to the care and custody of prisoners.

Principles and practices of budget development, preparation, and expenditure control.

Principles of supervision, training, and performance evaluation.

Proper firearm use and maintenance.

Skill to:

Operate modern office equipment including computer equipment.

Ability to:

Manage, supervise, and coordinate correctional facility activities and operations.

Supervise, train, and evaluate staff.

Maintain administrative responsibility for assigned Department functions.

Implement and supervise training programs.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Oversee the preparation and presentation of operation and activities reports.

Manage and coordinate procedures to ensure proper control and discipline among prisoners.

Communicate with inmates and inmates families.

Effectively represent the Department of Corrections with the public, inmates, community organizations, and other government agencies.

Interpret, apply, and explain the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Five years of increasingly responsible experience working within the functions and operations of a correctional facility including two years of experience comparable to that of a Correctional Sergeant with Madera County.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in criminology, criminal justice, or a related field.

License or Certificate:

Completion of requirements for California Penal Code 832 with firearms and chemical weaponry training.

Completion of Board of Corrections' Corrections Officer Basic Academy and Supervising Core Course. Ability to complete Manager Core Course within one year of appointment.

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in an office environment within the correctional facility; as required when serving as a Correctional Officer: ability to sit, stand, walk, run, kneel, crouch, stoop, squat, and twist; exposure to noise, chemicals, bodily fluids, infectious diseases, and potentially hostile and violent situations.

Must meet physical, background, and job related standards as established by the State of California and Madera County to ensure safety of department personnel and the general public.

Effective Date: May, 1995